

# The Arboretum, State Botanical Garden of Kentucky

## Photography Policy and Contract

We encourage visitors to take casual photographs for their own personal use. A permit is necessary for all photo shoots, including but not limited to: portrait, weddings, family events, engagements, graduations, proms, senior photos, and commercial landscape. Photography taken during already approved and paid for weddings are not subject to any additional fees.

### I. General Guidelines

- Stay on pathways and mowed lawn areas at all times
- Do not block any pathways or garden areas
- Do not disturb plants, plant labels or containers
- Do not hang backpacks or equipment from trees
- Do not place equipment in planted beds
- Persons who have booked private events have exclusive rights to their reserved area
- Maintenance work by Arboretum staff occurs from 8:30 a.m. to 5:00 p.m. Monday through Friday and will not accommodate your photography session.

### II. Photo Shoots

#### A. Fees

Photographers are required to pay a fee of \$318 (*\$300+\$18 sales tax*) for an annual (January-December) permit or a single-permit for \$26.50 (*\$25+ \$1.50 sales tax*). Photographers must carry their permit at all times. Mail payment (check ONLY) or stop in the Visitor Center (cash, check, Visa or Mastercard).

#### **B. Availability**

Photographers must call in advance to schedule their 1 hour photography session. Annual permit photography holders may schedule up to 2 hours for sessions. This ensures there are no conflicts with scheduled events or garden maintenance. Photographers are permitted to take photos during operating hours. Professional Photography is NOT allowed in the Kentucky Children's Garden.

#### **C. Liability**

The Arboretum is not responsible for any personal or property damage or loss during the photographer's visit to The Arboretum. It is your responsibility to ensure that you and your clients are following CDC guidelines related to Covid-19.

#### **D. Credit**

The Arboretum requires the location credit "**The Arboretum, State Botanical Garden of Kentucky, Lexington, KY**" in all uses of The Arboretum in print, on the web, in broadcast, or in any other public medium.

### **III. Terms and Conditions**

- A.** ALL use of the garden and grounds of The Arboretum must be scheduled in advance by calling the Dorothea Smith Oatts Visitor Center at (859)-257-6955 during normal hours of operation.
- B.** All photographers are responsible for their clients and their behavior while on property.
- C.** Restrooms are **NOT to be used as a changing/storage area.**
- D.** Prior approval is required for print advertisements, video to be used in commercials, images to be used for re-sale purposes, or other uses with a large distribution and/or circulation, prior approval is required. Please call in advance to discuss your project. Credit location is required.
- E.** All Arboretum furniture/fixtures and container plantings may be used only in their existing locations. They MAY NOT to be moved. You may not place your own “photo props” inside our planting beds.
- F.** Parking is not allowed in the drop-off circle. Drivers may drop off riders in the circle, but must park in the paved lot. This includes but is not limited to buses, limousines, personal vehicles, shuttle vans, etc.
- G.** Photographers choosing the single 1-hour session option must submit payment at least 24 hours in advance of the date of the scheduled session. Payment must be clearly designated as payment for a photo session and the scheduled date referenced. In some instances, with prior permission, payment may be made the day of the session.
- H.** Any photography deemed inappropriate by Arboretum staff will not be allowed. No photography is allowed which will block gates and/or entrances to any part of the gardens or Visitor Center.
- I.** The terms of this contract are one calendar year from date of approval unless noted otherwise.
- J.** Dates/sessions are subject to cancellation due to weather, public health concerns, or other issue beyond control of The Arboretum. Refunds are NOT allowed but Arboretum will work with photographer to schedule an alternate date agreeable by both parties.

**The Arboretum reserves the right to refuse admittance and/or to change this policy without advance notice.**

**The Arboretum, State Botanical Garden of Kentucky  
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